Instructions For Processing Certificates of Correction

The USPTO will deliver patented file wrappers associated with Certificates of Correction (CofC) with annotations to be captured or annotated CofC 1050 forms with an attached cover sheet to the on-site Contractor personnel.

The 1050 forms (original CofC) will be delivered in file wrappers but will not require separation from other documents. Average weekly volume is 600 certificates / 700 pages (occasional increases in volumes maybe necessary due to fluctuations in requests). The average data quantity per certificate is approximately 275 words. Data quality must be at least as good as, if not superior to, that produced by an OCR/text cleanup process. The delivery medium to the printing Contractor will be on CD-ROM and the Grant Copy will be printed on standard paper stock. The Contractor will deliver Grant Copies of Cof C to the designated location at USPTO (i.e., PUBS CofC Branch). The Contractor will place unattested copies of Certificates inside the file wrappers on top of other documents in the wrapper such that no searching through the file is required. The PTO will deliver completed files to the Repository. The Contractor will provide all computer and peripheral hardware for processing.

Certificates of Correction Process Flow:

1. Contractor shall receive patented files and CofCs in paper form (patented files will be delivered on trucks).

2. PTO will deliver patented files and record into PALM. Contractor is responsible to control the patented file at all times.

3. Contractor will capturing CofC information. Information to be captured from the 1050 will contain the entire standard information found on every published CofC. The final composed page output must be consistent in layout, font, point-size, and treatment of non-textual material.

4. Contractor will conduct Copy Inspection. The completed C of C will be printed and copy inspected against the original form 1050. The copy inspection must ensure quality equal to or better than what can be achieved with an equal amount of effort using a process that involves scanning/OCR/text cleanup.

5. Contractor will build the Weekly CofC "Issue" according to the Prior Work Schedule (see below). Each week, a weekly "issue" of completed CofC will be built. The weekly issue will be built on PWD 7, and the build process will consist of the following steps:
   a. determine the set of C of Cs that are publication ready
   b. assign the correct issue date to each certificate
   c. produce an Excel file with a complete listing of certificates built into the weekly issue
   d. deliver of Excel file with complete listing of certificates built into the weekly issue to PTO via e-mail

6. All completed CofCs will be a) saved in a PostScript format and copied to CD_ROM and b) saved in Yellow Book format and copied to DLT tape.

7. Contractor will generate a report that indicates the number of pages per CofC. One copy of the report is delivered to the USPTO Government Inspector and one copy is included with the shipment to the printer Contractor. CD-ROM containing Post Script files will be delivered via overnight courier to the Printing Contractor and Yellow Book tapes will be placed in the same designated delivery area as the Grant Yellow Book tape for USPTO to deliver to the Boyers courier location.

8. Contractor will printing the "Grant Copies" of the Certificates. Two copies of each CofC will be printed, one for attesting and the other to be placed in the file.

9. Contractor will prepare delivery. CofCs will be placed in the file wrapper, CofC issue date will be stamped on each file, and the files will be wanded to 9200 in PALM, and placed in mailbags for USPTO pickup. Copies to be attested will be prepared as loose sheets for delivery to the designated location at USPTO (i.e., PUBS CofC Branch).

Prior Work Day schedule for CofC production:

PWD 14-10	Receive weekly shipment of CofC from USPTO
PWD 13-9	Capture and compose CofCs
PWD 9	Last day for USPTO changes
PWD 7	Build weekly issue
PWD 5	Deliver CofC Yellow Book tape to the same designated delivery area as the Grant Yellow Book tape for the USPTO to deliver to the Boyers courier location.
PWD 4	Deliver PostScript CD_ROM to printing Contractor.
	Deliver Report that provides the number of pages per CofC.
PWD 4-3	Print grant copies
	Print additional copies and insert in patent jackets
PWD 3-2	Deliver grant copies to USPTO
	Deliver patent jackets to Repository
PWD 1	Publication day